



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	SECTION NUMBER	PAGE NUMBER
		11-118D	1 of 5
		DECISION MAKING: Kansas Offender Registration Process	
<b>Approved By:</b>  <b>Secretary of Corrections</b>		Original Date Issued:	11-6-15
		Replaces Version Issued:	N/A
		CURRENT VERSION EFFECTIVE:	11-6-15

<b>APPLICABILITY:</b>	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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## POLICY STATEMENT

All offenders meeting the criteria of the Kansas Offenders Registration Act KSA 22-4901 et seq. who are released or admitted, transferred, discharged from a correctional facility shall be informed by the staff of the facility of their responsibility to register, and facility staff shall complete the Kansas Offender Registration Form.

Offenders meeting the criteria of the Kansas Offender Registration Act, K.S.A 22-4901 et seq. as a Sex Offender shall be informed by the staff of the facility of their responsibility to register. Staff shall complete the Kansas Offender Registration Form and National Sex Offender Registration (NSOR) in the National Crime Information Center (NCIC) data system. This includes direct admissions to facilities other than the designated RDU, (e.g. Violator admissions).

All offenders meeting the criteria of the Kansas Offenders Registration Act, K.S.A. 22-4901 et seq. shall have their Kansas Offender Registration Form modified by facility staff each facility move, to reflect their current location. Sex Offenders must also have their National Sex Offender Registration (NSOR) records revised in the National Crime Information Center (NCIC) data system.

Offenders accepted for supervision under the Interstate Compact for the Supervision of Parolees and Probationers shall be notified by the supervising parole officer of their responsibility to register if the criterion is applicable. Offenders who refuse to sign the registration form at the time of release from a facility may be detained as a violation of the conditions of release. Failure to sign the form is both a violation of KORA, a severity Level 6 non-person felony and, Standard Supervision Condition #2.

## DEFINITIONS

DOR: Abbreviation for Drug Offender Registration

Facility Transfers: For purposes of this policy, this shall refer to an offender moving to a new facility (not new unit or cell house within the same facility).

JCF: Juvenile Correctional Facility

JCFS: Juvenile Correctional Facility Information System

Juvenile Corrections Admissions Administrator: KDOC staff member responsible for facilitating admissions to a JCF.

Kansas Offender Registration Form: Refers to the official form required by the Kansas Bureau of Investigation (KBI) under the Kansas Offender Registration Act (Periodically revised).

KORA: Abbreviation for Kansas Offender Registration Act

Ksort: Abbreviation for Kansas Offender Registration Tool

NSOR: Abbreviation for National Sex Offender Registration

Out to Court: Offenders released from a KDOC facility for a court appearance

PRB: Abbreviation for Prisoner Review Board

R.O.: Abbreviation for any person who is required to register under any Kansas or out of state law, or is otherwise required to register.

Sex Offender Required to Register: As defined in K.S.A. 22-4902, any person:

- A. convicted of any sexually violent crime;
- B. adjudicated as a juvenile offender for an act which, if committed by an adult, would constitute the commission of a sexually violent crime;
- C. who has been determined to be a sexually violent predator;
- D. who is convicted of any of the following crimes when one of the parties involved is less than 18 years of age: Adultery, criminal sodomy, promoting prostitution, patronizing a prostitute, lewd and lascivious behavior, sexual battery.
- E. who is convicted of an attempt, conspiracy or criminal solicitation, of an offense defined in this subsection; or
- F. who has been convicted of an offense that is comparable to any crime defined in K.S.A. 22-4902, or any out of state conviction for an offense that, under the laws of this state, would be an offense defined in K.S.A.22-4902.

SOR: Abbreviation for Sex Offender Registration

Superintendents Designee: The individual at a juvenile facility responsible for registration of Sex Offender's at a juvenile correctional facility.

V.O.R.: Abbreviation for Violent Offender Registration

Work release program: Private non-prison based employment programs which operate within a community setting utilizing offenders with not more than a minimum security classification."

## **PROCEDURES**

### **I. Admissions**

- A. All offenders entering Reception & Diagnostic Units (RDU) who meet the criteria for the Kansas Offender Registration Act shall be processed per Offender Registration & NSOR Entries Flow Chart (Attachment A, IMPP 11-118D), including completing the Kansas Offender Registration Act (KORA) Form (Attachment C, IMPP 11-118D) and the Acknowledgement of the Offender, (Attachment D, IMPP 11-118D).
- B. Sex offender registration requires the additional entry of an NSOR Record into NCIC. Process per Offender Registration & NSOR Entries Flow Chart (Attachment A, IMPP 11-118) and Kansas Highway Patrol – NSOR/NCIC Protocol (Attachment B, IMPP 11-118).

### **II. Facility Transfers**

- A. Offenders being transferred from facility to facility, who are required to register under the Kansas Offender Registration Act shall be processed per Offender Registration & NSOR Entries Flow Chart (Attachment A, IMPP 11-118D).

- B. Adult offenders being transferred to KDOC Work Release, who are required to register under the Kansas Offender Registration Act shall be processed per Offender Registration & NSOR Entries Flow Chart (Attachment A, IMPP 11-118D).

### **III. Releases**

- A. Seven (7) business days prior to the release of offenders, the Chief Records Administrator or designee/Superintendent's designee shall ensure that:
  - 1. All offenders determined to be subject to the Kansas Offender Registration Act are notified. Inform the offender of the procedure for registration and of the offender's registration requirements as provided in K.S.A. 22-4905. Require the offender to read and sign the completed registration form (attachment C of IMPP 11-118D), and read, initial and sign the Acknowledgement of the Offender (attachment D, Of IMPP 11-118D); which shall include a statement that the registration requirements have been explained to the offender. All releasing offenders shall be processed per Offender Registration & NSOR Entries Flow Chart (Attachment A, IMPP 11-118D).
  - 2. The KDOC staff member reviewing the KORA, and the Acknowledgement of the Offender Form with the offender shall sign the form directly below the offender's signature space on both forms.
- B. Offenders released from a KDOC facility for a court appearance : within (3) days of transfer, All out to court offenders shall be processed per Offender Registration & NSOR Entries Flow Chart (Attachment A, IMPP 11-118D).

### **IV. Distribution of Registration Documents**

- A. The offender shall be provided with a copy of the completed, signed KORA Form, (Attachment C, IMPP 11-118D), and one copy of the signed Acknowledgement of the Offender Form (Attachment D, IMPP 11-118D).
- B. Designated KDOC staff member shall ensure that within 3 calendar days of admission or release, the following documents are forwarded to the KBI:
  - 1. One (1) copy of completed registration form with the offender's signature;
  - 2. One (1) copy of the signed Acknowledgement of Offender (Attachment D);
  - 3. One (1) copy of the offender's photograph; and,
  - 4. One (1) copy of the offender's Fingerprint and palm print Card.
  - 5. A copy of the signed KORA Form shall be imaged into adult offender's electronic file under tab L-6 to be retained indefinitely, and shall be placed into the JCF facility master file.
- C. All original signed KORA Forms are to be retained in the offender's Master File until three (3) years past the sentence expiration date.

### **V. Post Release Responsibilities - Adult**

- A. Verification of Offender Registration shall be done in accordance with IMPP 14-117A.V.D.
- B. The Parole Officer shall verify the offender's address by means cited in IMPP 14-117A.
- C. When an offender violates post release and is returned to a KDOC facility, follow admission procedure (Attachment A, IMPP 11-118D).

## **VI. Refusals to Register**

- A. Any offender who refuses to provide all the applicable information requested on the KORA Form, or who refuses to sign the form, is in violation of KORA, and on a first offense has committed a Severity Level 6 non-person felony. If an offender refuses to sign the registration form, the facility Institution Parole Officer (IPO)/ Superintendents designee shall initiate the following actions, as appropriate to the type of release:
1. Parole Releases - Adult
    - a. Withhold the Release Certificate issued by the Prisoner Review Board (PRB).
    - b. Notify the KPB of the offender's refusal to sign the registration form.
  2. Conditional Release – Juvenile
    - a. Notify local law enforcement agencies that an offender is being released who has refused to sign the registration form.
    - b. Submit the "unsigned" KORA to the KBI Registration Unit. (clearly indicate "Refused to Sign" in the signature field).
  3. Mandatory Releases.
    1. Have the offender sign the certificate of release to CR or post release supervision.
    2. Issue an Order to Arrest and Detain ( Attachment A of IMPP 14-139A).
    3. Ensure that the alleged violation of the conditions of supervision in the Arrest and Detain Order reads: "Refused to sign the Offender Registration Form."
    4. Detain the offender at the facility or in the local detention facility as a Temporary Holdover.
    5. Proceed with the Morrissey and revocation hearings.
  4. Discharges or Sentence Expirations.
    1. Notify local law enforcement agencies that an offender is being released who has refused to sign the registration form.
    2. Submit the "unsigned" KORA to the KBI Registration Unit (clearly indicate "Refused to Sign" in the signature field).

## **VII. Designation of Registration Requirement in TOADS – Adult Only**

- A. Certain Kansas offenders are automatically determined by the Offender Management Information System (OMIS) as being required to register on the basis of their offense and the "Registration Required" field is populated in TOADS.
- B. For cases where the system has erroneously flagged the offender to register, or has erroneously not flagged the offender to register, the assigned UTM or parole Officer is responsible for initiating the process to get a KDOC determination using the following process:
1. Determination of the requirement for registration can be made by comparing the offender offense statute number and date of conviction with the Kansas Offender Registration Requirements. A current reference list can be found at: <http://ekdoc.doc.ks.gov/re-entry/kansas-offender-registration-act/Transitional%20Quick%20Reference.doc/view>.

2. Incoming Interstate Compact probation and parole cases are determined by the Registration Unit based on the available information, and are entered into OMIS.
3. Should the requirement to register be questionable, staff should contact the Adult Offender Registration Unit at [registration@doc.ks.gov](mailto:registration@doc.ks.gov) to request modification or review of the Registration flag.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

### **REPORTS REQUIRED**

None.

### **REFERENCES**

KSA 22-4901 et seq.  
IMPP 14-117A, 14-139A

### **ATTACHMENTS**

Attachment	Title of Attachment	Page Total
A	Offender Registration & NSOR Entries Flow Chart	2
B	Kansas Highway Patrol – NSOR/NCIC Protocol	1
C	Kansas Offender Registration Form	2
D	Acknowledgement of the Offender	2

## Offender Registration & NSOR Entries Flow Chart

### Admission

Within (3) business days of admission to a KDOC Facility:

1. Designated facility staff shall complete a KORA Form, or enter data into Ksort\*.
  2. Inform the offender of the procedure for registration, and of their duty to register.
  3. Require the offender to read, and sign the KORA form.
  4. Provide (1) copy of the signed KORA, and Acknowledgement forms to the offender.
  5. Photograph the offender's face, and any identifying marks.
  6. Obtain fingerprint, and palm prints.
  7. Retain the **ORIGINAL KORA** Form in the offenders Master File.
  8. Image a signed copy into L-6 of offender's electronic file.
  9. Send a copy of the signed KORA, Acknowledgement of Offender, prints, and photograph(s) to the KBI.
- \*If information is being electronically submitted through Ksort, follow KBI protocol.

**Sex Offender Registration requires the following additional steps:** (within 3 business days)

1. Enter a new NSOR Record into NCIC, in accordance with KHP standards. (Attachment B of IMPP 11-118D)

### Facility Transfers/Out to Court

Within (3) business days of transfer:

When an offender moves to a new facility (not new unit or cell house within the same facility) or county jail for court appearance:

1. Designated Registration staff shall complete a KORA Registration Update in Ksort per KBI protocol.
2. Sex Offender Registration requires a modification to NSOR within (3 business days)

Designated Registration staff will follow KHP standards for modifying the NSOR Record following KHP protocol (Attachment B, of IMPP 11-118D).

### Facility Release

Within (7) business days prior to offender's release:

1. Designated facility staff shall complete a KORA Form, or enter data into Ksort\*.
  2. Inform the offender of the procedure for registration, and of their duty to register.
  3. Require the offender to read, and sign the KORA form.
  4. Provide (1) copy of the signed KORA, and Acknowledgement forms to the offender.
  5. Photograph the offender's face, and any identifying marks.
  6. Obtain fingerprint, and palm prints.
  7. Retain the **ORIGINAL KORA** Form in the offenders Master File.
  8. Image a signed copy into L-6 of offender's electronic file.
  9. Send a copy of the KORA, Acknowledgement of Offender, prints, and photograph(s) to the KBI & law enforcement agency having initial jurisdiction.
- \*If information is being electronically submitted through Ksort, follow KBI protocol.

**Sex Offender Registration requires the following additional steps:**

1. Clear NCIC entry once the law enforcement agency having initial jurisdiction completes their NCIC entry following KHP protocol (Attachment B, IMPP 11-118D)

## Work Release

Within (3) business days of an offender's placement in an initial work release job, or changes employment:

1. Designated Facility Staff shall complete a KORA Form – Registration Update or enter Employment Update in Ksort\*.
2. Inform the offender of the procedure for registration, and of their duty to register.
3. Require the offender to read, and sign the KORA form.
4. Provide (1) copy of the signed KORA, and Acknowledgement forms to the offender.
5. Photograph the offender's face, and any identifying marks.
6. Obtain fingerprint, and palm prints.
7. Retain the **ORIGINAL KORA** Form in the offenders Master File.
8. Image a signed copy into L-6 of offender's electronic file.
9. Send a copy of the signed, updated KORA, and Acknowledgement of Offender to the KBI, and the law enforcement agency having jurisdiction where the offender maintains employment.

\*If information is being electronically submitted through Ksort, follow KBI protocol.

### **Sex Offender Registration requires the following additional steps:** (within 3 business days)

1. Enter a new NSOR Record into NCIC, in accordance with KHP standards. (Attachment B, of IMPP 11-118D)

## **Kansas Highway Patrol - NSOR/ NCIC Protocol**

### **ENTERING A NEW NSOR RECORD**

1. Run 50 state DMV check – print copies of all DL's located (DQ-destination 21)
2. Run III Record – print all demographic information (QH & QR)
3. Run CCH records – print all demographic information (IQ)
4. Run KS CCH through web portal – print all demographic info (KCJIS)
5. Inquire subject through public offender registry – print info
6. Fill out entry worksheet(s) including base and supplemental
7. Flag proper ORI for entry
8. Enter all available critical/identifying information
9. Run subject by name/ DOB and print return for file\* (QXS)

### **VALIDATING RECORDS**

Follow steps 1-5 above, unless subject is incarcerated, and already entered correctly at the correct facility. If that is the case, then just validate. No validation worksheet is needed for incarcerated subjects.

Complete Steps 8-9 and place all copies in file\*

### **MODIFYING A RECORD**


1. Once you have identified the information that needs to be modified you will need to open the modification screen and enter the ORI, the OCA, Offender number, and the NIC numbers to identify which record you are modifying.
2. Then enter the information in the appropriate fields to be modified which includes an ORI field if that happens to be what needs to be modified.
3. Run the subject by name / DOB and print the return, also placing with the file\*. (QXS)

### **CLEARING AN ENTRY**

1. Open the clear form and enter the ORI, OCA, Offender number, and NIC numbers.
2. Run the subject by NIC number to make sure the entry was successfully removed from NCIC. (QXS)
3. Print a copy of the "No Record Found" response and place it in the file\*.

\*File in Imaged Documents tab L-6; to be retained for future KHP Audits.



KANSAS OFFENDER REGISTRATION FORM											
INITIAL REGISTRATION <input type="checkbox"/>		REGISTRATION UPDATE <input type="checkbox"/>		DUAL REGISTRATION <input type="checkbox"/>					<div style="border: 1px solid black; padding: 5px;">           For Use by the SO            Birth month _____            2nd Req Visit _____            3rd Req Visit _____            4th Req Visit _____         </div>		
PLEASE PRINT OR TYPE ALL INFORMATION											
<b>OFFENDER INFORMATION</b>											
REGISTERING AGENCY NAME				AGENCY ORI NUMBER				REGISTRATION DATE			
SOP NUMBER (FOR KBI USE ONLY)			KBI NUMBER		FBI NUMBER			COURT DETERMINED SEXUAL PREDATOR YES <input type="checkbox"/> NO <input type="checkbox"/>			
NAME OF OFFENDER LAST		SFX		FIRST		MIDDLE		SOCIAL SECURITY NUMBER			
ALIAS NAME LAST		SFX		FIRST		MIDDLE		DATE OF BIRTH		CITY AND STATE OF BIRTH	
MONIKERS/PSEUDONYMS/ETHNIC OR TRIBAL NAMES N/A						PASSPORT NUMBER N/A		IMMIGRATION NUMBER N/A			
RACE	SEX	ETHNICITY	SKIN TONE	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	BLOOD TYPE	DOC NUMBER		
SCARS / MARKS / TATTOOS (Location & Description)											
MENTAL HEALTH TREATMENT: PLEASE EXPLAIN ANY TREATMENT RECEIVED FOR MENTAL ABNORMALITY OR PERSONALITY DISORDER N/A											
<b>VEHICLE INFORMATION</b>											
DRIVERS LICENSE/ID NUMBER N/A		STATE N/A	EXP. DATE	LICENSE PLATE NUMBER N/A		STATE REGISTERED N/A		LICENSE PLATE TYPE N/A		LICENSE PLATE EXP DATE N/A	
VEHICLE IDENTIFICATION NUMBER N/A		VEHICLE TYPE N/A		VEHICLE YEAR N/A		VEHICLE MAKE N/A		VEHICLE MODEL N/A		VEHICLE COLOR N/A	
VEHICLE USE N/A			GENERAL PARKING LOCATIONS N/A								
AIRCRAFT/WATERCRAFT LICENSE PLATE NUMBER N/A						STATE REGISTERED N/A		LICENSE PLATE TYPE N/A		LICENSE PLATE EXP DATE N/A	
VEHICLE IDENTIFICATION NUMBER N/A		VEHICLE TYPE N/A		VEHICLE YEAR N/A		VEHICLE MAKE N/A		VEHICLE MODEL N/A		VEHICLE COLOR N/A	
VEHICLE USE N/A			GENERAL PARKING LOCATIONS N/A								
<b>ADDRESS INFORMATION</b>											
CURRENT PHYSICAL RESIDENCE		STREET	APT #	CITY		COUNTY		STATE KANSAS		ZIP	
LOCATION START DATE		LOCATION END DATE UNKNOWN			ALTERNATE PHONE NUMBER(S) N/A						
MAILING ADDRESS Same as current address		STREET	APT # N/A	CITY N/A		COUNTY N/A		STATE N/A		ZIP N/A	
LOCATION START DATE N/A		LOCATION END DATE N/A			ALTERNATE PHONE NUMBER(S) N/A						
TEMPORARY OR ANTICIPATED N/A		STREET	APT # N/A	CITY N/A		COUNTY N/A		STATE N/A		ZIP N/A	
LOCATION START DATE N/A		LOCATION END DATE N/A			ALTERNATE PHONE NUMBER(S) N/A						
<b>EMPLOYMENT INFORMATION</b>											
OCCUPATION / JOB TITLE N/A		CURRENT OR ANTICIPATED PLACE OF EMPLOYMENT N/A						NAME OF SUPERVISOR N/A			
WORK ADDRESS N/A		STREET	CITY N/A		COUNTY N/A		STATE N/A		ZIP N/A		PHONE N/A
EMPLOYMENT START DATE N/A		EMPLOYMENT END DATE N/A									
PROFESSIONAL LICENSE/CERTIFICATION N/A			LICENSE NUMBER N/A		LICENSE TYPE N/A		ISSUING AGENCY N/A		ISSUING STATE N/A		EXPIRATION DATE N/A

SCHOOL INFORMATION			
NAME OF CURRENT OR ANTICIPATED EDUCATIONAL INSTITUTION: N/A			
STREET N/A	CITY N/A	COUNTY N/A	STATE N/A
ATTENDANCE START DATE N/A		ATTENDANCE END DATE N/A	PHONE N/A
INTERNET INFORMATION			
ALL EMAIL ADDRESSES/ONLINE IDENTITIES/PERSONAL WEB PAGES/SCREEN NAMES/SITE AFFILIATIONS/DESIGNATIONS N/A			
CRIMINAL INFORMATION			
OFFENSE(S) DESCRIPTION	STATUTE NUMBER	DATE OF OFFENSE	DATE OF CONVICTION
CITY, COUNTY, <u>STATE</u> OF ADJUDICATION/CONVICTION	COURT CASE NUMBER	SEX OF VICTIM	AGE OF VICTIM
PAROLE OR PROBATION OFFICER'S NAME		PHONE	
NAME OF PERSON THAT REGISTERED THE OFFENDER	COMMENTS N/A	PHONE	
<b>ATTENTION! BEFORE SIGNING, READ ACKNOWLEDGEMENT OF THE OFFENDER</b>  I have reviewed the Acknowledgement of the Offender and understand these duties under the Kansas Offender Registration Act.  I have provided truthful information which is contained above. I declare, verify and certify under the penalty of perjury that the foregoing is true and correct, executed on _____ (date).  SIGNATURE OF REGISTRANT: _____ DATE _____  SIGNATURE OF WITNESS: _____ DATE _____			
REGISTERING LAW ENFORCEMENT AGENCY: <u>RETAIN THE ORIGINAL FOR YOUR RECORDS AND PROVIDE A COPY TO THE OFFENDER.</u> MAIL COPY TO: THE KANSAS BUREAU OF INVESTIGATION, OFFENDER REGISTRATION AT 1620 SW TYLER, TOPEKA, KS 66612-1837.			

Revised 07/2013

INITIAL BELOW

ACKNOWLEDGEMENT OF THE OFFENDER

Attachment D, IMPP 11-118

- \_\_\_\_\_ 1. I have been convicted or adjudicated of a crime that requires registration under the Kansas Offender Registration Act, K.S.A. 22-4901 et seq., hereafter referred to as "the Act", and must honor all duties specified by the Act.
- \_\_\_\_\_ 2. At the time of conviction or adjudication, the court will complete a notice of duty to register if I am released prior to sentencing. Within three (3) business days, I will report to the registering law enforcement agency in the county or tribal land of conviction or adjudication and to the registering law enforcement agency in any place where I reside, maintain employment or attend school, to complete the registration form. *See K.S.A. 22-4904 (a)(1)*
- \_\_\_\_\_ 3. If in the custody of a correctional facility, I will register with the correctional facility within three business days of initial custody and shall not be required to update such registration until discharged, paroled, furloughed or released on work or school release from a correctional facility. *See K.S.A. 22-4905 (d)*
- \_\_\_\_\_ 4. Within three (3) days of coming into any county or location of jurisdiction where I reside or intend to reside, maintain employment or intend to maintain employment, attend school or intend to attend school, I must register with each registering law enforcement agency in the county or location of jurisdiction. Each time I register, I must be photographed, pay a registration fee of \$20, and complete the registration form with all information and updated information required for registration as provided in K.S.A. 22-4907. In addition to the Kansas Offender Registration Act, sex offenders who reside, work or attend school on tribal land shall register pursuant to tribal law. Tribes in the state of Kansas that require registration include the Prairie Band Potawatomi Nation, Iowa Tribe of Kansas and Nebraska and the Kickapoo Tribe in Kansas. Sac and Fox Nation has delegated the registration responsibility to the state of Kansas through the local sheriff's offices, therefore compliance with the Kansas law is sufficient. *See K.S.A. 22-4905*
- \_\_\_\_\_ 5. I am required to report four times a year in person to the registering law enforcement agency in the county or location of jurisdiction where I reside, maintain employment, or attend school. After initial registration, I must report in the month of my birthday and every third, sixth, and ninth month occurring before and after my birth month.
  - If my birthday is in January, April, July, or October, I am required to report to the registering law enforcement agency in January, April, July, and October.
  - If my birthday is in February, May, August, or November, I am required to report to the registering law enforcement agency in February, May, August, and November.
  - If my birthday is in March, June, September, or December, I am required to report to the registering law enforcement agency in March, June, September, and December. *See K.S.A. 22-4905 (b)*
- \_\_\_\_\_ 6. If I am transient, I must report in person to the registering law enforcement agency of such county or location of jurisdiction in which I am physically present within three business days of arrival in the county or location of jurisdiction. I am required to register in person with the registering law enforcement agency every 30 days, or more often at the discretion of the registering law enforcement agency and provide a list of places where I have slept and otherwise frequented during the period of time since the last date of registration and provide a list of places where I may be contacted and where I intend to sleep and otherwise frequent during the period of time prior to the next required date of registration. *See K.S.A. 22-4905 (e)*
- \_\_\_\_\_ 7. I must register in person upon any commencement, change or termination of residence location, employment status, school attendance or other information within three days of such commencement, change or termination, to the registering law enforcement agency or agencies where last registered and provide written notice to the Kansas bureau of investigation. *See K.S.A. 22-4905 (g)*
- \_\_\_\_\_ 8. If required by out of state law, I will register in any out of state jurisdiction where I reside, maintain employment or attend school. *See K.S.A. 22-4905 (f)*
- \_\_\_\_\_ 9. I am required to immediately renew any Kansas driver's license or state identification card issued to me, and I must annually renew such license or identification card on or before my birthday. The driver's license and identification card shall indicate that I am a registered offender. If maintaining primary residence in Kansas, I must surrender all other driver's licenses and identification cards from other states, territories, and the District of Columbia, except if I am or an immediate family member is maintaining active duty in any branch of the United States military. *See K.S.A. 22-4905 (l), (m)*
- \_\_\_\_\_ 10. If this is my first adult conviction, I must register for fifteen (15) years unless a longer term is specified or present term limits are amended by statute for any of the following: Sexual battery, Adultery if one party is less than 18 years of age, Patronizing a prostitute if one party is less than 18 years of age, Lewd and lascivious behavior if one party is less than 18 years of age, Capital murder, Murder in the first degree, Murder in the second degree, Voluntary manslaughter, Involuntary manslaughter, Criminal restraint if the victim is less than 18 years of age, Any act which has been determined beyond a reasonable doubt to have been sexually motivated, Conviction of any person felony and the court makes a finding on the record that a deadly weapon was used in the commission of such person felony, Unlawful manufacture or attempting such of any controlled substance or controlled substance analog, Possession of ephedrine, pseudoephedrine, red phosphorus, lithium metal, sodium metal, iodine, anhydrous ammonia, pressurized ammonia or phenylpropanolamine, or their salts, isomers or salts of isomers with intent to use the product to manufacture a controlled substance, Unlawful sale of or distribution of a controlled substance. This time period does not include any time incarcerated in any jail or correctional facility or any period of non-compliance with the requirements of the Act. If I am convicted as an adult of a second or subsequent offense(s) covered by the Act, I will be required to register for life. Any conviction for an attempt, conspiracy or solicitation requires registration for the same term as the underlying offense. *See K.S.A. 22-4906 (a)*

If this is my first adult conviction, I must register for twenty-five (25) years unless a longer term is specified or present term limits are amended by statute for any of the following: Criminal sodomy if victim is 16 or more years of age but less than 18 years of age and a member of the same sex or an animal, Indecent solicitation of a child, Electronic solicitation, Aggravated incest, Indecent liberties with a child, Unlawful sexual relations, Sexual exploitation of a child if the victim is 14 or more years of age but less than 18 years of age, Aggravated sexual battery, Promoting prostitution if the prostitute is 14 or more years of age but less than 18 years of age. This time period does not include any time incarcerated in any jail or correctional facility or any period of non-compliance with the requirements of the Act. If I am convicted as an adult of a second or subsequent offense(s) covered by the Act, I will be required to register for life. Any conviction for an attempt, conspiracy or solicitation requires registration for the same term as the underlying offense. *See K.S.A. 22-4906 (b)*

I must register for life if I am convicted of any of the following crimes: Rape, Aggravated indecent solicitation of a child, Aggravated indecent liberties with a child, Criminal sodomy if the victim is 14 or more years of age but less than 16 years of age or animal, Aggravated criminal sodomy, Aggravated human trafficking, Sexual exploitation of a child if the victim is less than 14 years of age, Promoting prostitution if the prostitute is less than 14 years of age, Kidnapping, Aggravated kidnapping, Any person who has been declared a sexually violent predator pursuant to K.S.A. 59-29a01 et seq. Any conviction for an attempt, conspiracy or solicitation requires registration for the same term as the underlying offense. *See K.S.A. 22-4906 (c)*



- \_\_\_\_\_ 11. If adjudicated as a juvenile and required to register by law for an act which if committed by an adult would constitute a sexually violent crime set forth in subsection (c) of K.S.A. 22-4902, and amendments thereto, and such crime is not an off-grid felony or a felony ranked in severity level 1 of the nondrug grid or by court order, I must register until eighteen (18) years of age, or for five (5) years from the date of adjudication or release from confinement, whichever date occurs later. This time period does not include time incarcerated in any jail, juvenile facility or correctional facility or any period of non-compliance with the requirements of the Act. As a juvenile, the court may order that my registration not be an open record displayed on the public website. In such cases, it is my duty to provide a copy of the court order to the sheriff at the time of registration. *See K.S.A. 22-4906 (f)*
- If I am 14 years of age or more and adjudicated as a juvenile of an offense that if committed by an adult would constitute a sexually violent crime set forth in subsection (c) of K.S.A. 22-4902, and amendments thereto, and such crime is an off-grid felony or a felony ranked in severity level 1 of the non drug grid, I shall be required to register for life. *See K.S.A. 22-4906 (g)*
- \_\_\_\_\_ 12. If I reside, maintain employment, or attend school in the state of Kansas on a full-time, part-time, or temporary basis and I have been convicted or adjudicated in an out of state court, or where I was required to register by an out of state law, or if I have been convicted or adjudicated of an offense comparable to a Kansas law that requires registration, I shall register for the same length of time required either by that out of state jurisdiction or by Kansas Offender Registration Act, whichever term is longer. I must register in person with the registering law enforcement agency in the county or location of jurisdiction where I am residing, maintaining employment, or attending school within three (3) days to complete a registration form. *See K.S.A. 22-4906 (k)*
- \_\_\_\_\_ 13. If receiving inpatient treatment at any treatment facility, inform the treatment facility of my status as an offender and inform the registering law enforcement agency of the county or location of jurisdiction in which the treatment facility is located of my presence at the treatment facility and the expected duration of the treatment. *See K.S.A. 22-4905 (i)*
- \_\_\_\_\_ 14. If I travel outside of the United States, I will report in person to the registering law enforcement agency and provide written notice to the Kansas bureau of investigation 21 days prior to any such travel. I will provide an itinerary including, but not limited to, destination, means of transport and duration of travel. *See K.S.A. 22-4905 (o)*
- \_\_\_\_\_ 15. If I use the internet, I am required to report to the registering law enforcement agency any and all: email addresses; online identities; information relating to membership in any and all personal web pages or online social networks; and internet screen names. *See K.S.A. 22-4907 (a)(19)*
- \_\_\_\_\_ 16. If I fail to register, fail to update my registration, provide any false information or otherwise violate any requirement of the Act, I have committed a violation of the Kansas offender registration Act. A first conviction of a violation of the Kansas offender registration act is a severity level 6, person felony; upon a second conviction, a severity level 5, person felony; and upon a third or subsequent conviction, a severity level 3, person felony. A new and separate offense of non-compliance will occur every 30 days that have elapsed until such time as I comply with the law. Aggravated violation of the Kansas offender registration Act is failing to register for more than 180 consecutive days and is a severity level 3, person felony. If I fail to remit payment to the sheriff's office as required in subsection (k) of K.S.A. 22-4905, I have committed a violation of the Kansas offender registration act. A first conviction of a violation of not remitting payment within 15 days of registration is a class A misdemeanor. If I do not remit payment within 15 days of the most recent registration and two or more full payments have not been remitted to the sheriff's office, I have committed a violation of the Kansas offender registration act which is a severity level 9, person felony. *See K.S.A. 22-4903*
- \_\_\_\_\_ 17. Pursuant to Title 18, United States Code, Section 2250, if a sex offender fails to register or fails to report a change in residence, employment, or student status, and travels in or moves across state lines, the offender can be charged with a federal crime and punished by up to ten (10) years imprisonment.
- \_\_\_\_\_ 18. I understand that if I receive an expungement for the crime that required registration, my registration obligation does not terminate. *See K.S.A. 22-4909 (e)*

I hereby sign this statement to attest and agree that the information contained in my registration form has been provided by me and is true and correct. If I have misrepresented myself, falsified any information, left out critical and truthful information required of me, or interfered with official duties of the law enforcement agency who registered me, I will be held accountable for criminal charges against me and will be punished for the offense(s). I have read the application and I have initialed the relevant areas to indicate I understand them. I verify that I have read the above rules and requirements regarding my registration as an offender, and the requirements have been explained to me, and I completely understand them and the consequence(s) for failure to comply. Further, I have been given the opportunity to have any questions answered today reference my requirements.

Signature of Registrant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_